

SOLICITATION DOCUMENT NO. RFP-CCL-202101



**NOTICE TO OFFERORS
REQUEST FOR SEALED PROPOSALS (RFP)**

Description: City Council Video/Audio Equipment Proposal

Request Agency: Honolulu City Council, City & County of Honolulu, Hawai'i.

COMPETITIVE SEALED PROPOSALS shall be received no later than:

Close Time: 4:30 P.M. HST

Close Date: April 21, 2021

Location: Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawai'i 96813

Questions relating to this solicitation shall be emailed to: kamazaki@honolulu.gov

A handwritten signature in black ink, reading "Tommy Waters".

TOMMY WATERS
Chair, Honolulu City Council
& Chief Procurement Officer

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REQUEST FOR PROPOSALS

All Request for Proposals (RFP) are to be marked clearly on the outside “**Council Video/Audio Equipment Proposal**”. RFP documents may be downloaded from <http://www.honolulu.gov/council>. All requests for clarification must be received (not postmarked) in writing either by U.S. Mail (to the address below) or by email to by April 10, 2021 at 4:30 p.m.

The City will not be providing reimbursement for the cost of developing, presenting or submitting proposals in response to this RFP. Offerors’ lump sum pricing shall include expenses, including travel, fees, materials, taxes, and labor.

The *General Instructions to Offerors* for the City and County of Honolulu dated 02/09/2017 shall apply. If not physically attached, it shall be incorporated by reference herein and referred to as the “General Instructions”. Copies may be obtained online at www.honolulu.gov/pur; click on the link titled: “Instructions, Terms, & Conditions”.

Please submit the final proposal by 4:30 p.m. April 21, 2021 to:

Honolulu City Council
530 S. King St Rm. 202
Honolulu, Hawai'i 96813

Final RFP proposals shall be submitted to the above address, and will be time stamped as to the date and time received. Proposals submitted by email will not be accepted.

Sealed proposal submissions must include **one (1) original plus seven (7) hard copies** of the full proposal and all its contents. All submissions will be opened on April 20, 2021 at 4:30 pm.

For Competitive Sealed Proposal solicitations under Hawaii Revised Statutes 103D-303, the contract will be awarded to the responsible Offeror whose offer is determined in writing to provide the best value to the City taking into consideration the evaluation criteria set out in the solicitation. Other factors and criteria shall not be used in the determination.

PROJECT OVERVIEW, BACKGROUND, AND OBJECTIVES

OVERVIEW

The City Council is soliciting proposals to upgrade its twenty-year-old analog video production broadcast equipment. The proposed equipment upgrade should also either integrate with or replace the Council's existing audio system in the Council Chambers. It is also the objective of this solicitation to acquire services for the installation of the system infrastructure which includes removal of old wiring and pulling of any new wiring in either existing conduit or new conduit that may be located in floor conduit and in the ceilings of Honolulu Hale.

BACKGROUND

The Honolulu City Council is a nine-member legislative body that meets monthly in its auditorium (the Council Chambers) at Honolulu Hale. The Council holds roughly ten meetings each month and recesses during the month of December. The Council's calendar may be accessed at: <http://www.honolulu.gov/council-cal>

City Council meetings are televised live on the *'Ōlelo Community Media* access provider. The Council's programming is produced by a City contractor that is responsible for the production broadcast from 'gavel to gavel', which generally means from the beginning to the end of each meeting. Television programming production generally includes, but is not limited to, the operation of cameras, closed captioning, production of graphics, and transmitting the video feed to both the *'Ōlelo Community Media* access provider and to online forums.

The Council Chamber's audio system is currently managed and supported by City Council staff and video of the Council's meetings are incorporated into videoconferencing technology to enable public participants to interact with the proceedings.

Samples of the City Council's telecasting production broadcasts may be found at: www.honolulucitycouncil.tv.

As part of its monthly meetings, the Council conducts a televised honorary certificate presentation to recognize exemplary community members. During this presentation, it has been the practice to include live musical entertainment (provided by the Royal Hawaiian Band) as part of the program. The musical entertainment is comprised of three musicians that sing and play acoustic/electric instruments in the Council Chambers. The live music is sub-mixed and fed into the Council's main audio system and is part of the broadcast.

The Council Chambers also occasionally serves as a general auditorium with presentations for various audiences.

The City Council also conducts meetings from a second location (Committee Room) on the 2nd floor of Honolulu Hale. However, due to the COVID-19 pandemic ("COVID"), use of this meeting room is presently curtailed. The City Council envisions that it may at some point resume utilizing this second floor conference room for public meetings.

To this end, infrastructure for the proposed system must run between two floors in the building and should be extensible to enable moving of the robotic cameras and other equipment as necessary to produce the same type of broadcast from this second conference room. The second floor conference room is also equipped with an analog audio system described within this document.

Finally, the City Council has a video production room located on the second floor of Honolulu Hale where its contractors produce the broadcast.

OBJECTIVES

The Honolulu City Council is seeking a vendor to upgrade its video telecasting production system via a fast-track design/build type of process to improve the quality and access to members of the public who join Council meetings virtually due to COVID.

The proposed system should be of professional level quality and enable producing the broadcast in 4K or higher quality. The proposal may include an upgrade to the Council Chambers audio system as necessary and/or recommended to make optimum use the system. Alternatively, the proposal may choose not to upgrade the audio and instead integrate with the existing analog audio system or replace only selected components.

With this in mind, the proposal shall consist of one proposed configuration by the Offeror and not present multiple options for either the video or audio system components.

It is also the objective to have the selected Offeror provide the complete installation of the necessary infrastructure, training, and maintenance/support for the system.

To the extent possible, the Council prefers to acquire a system comprised of components (i.e. cabling, microphones, connectors, etc.) that is not proprietary and are "off the shelf" components, accessories, and products. The Council also desires to acquire backup components as may be recommended, such as cabling, extra microphones, etc., especially if the items are proprietary. The intent of acquiring backup peripherals is to enable immediate replacement or troubleshooting as the need arises.

The proposed equipment must be relatively simple to operate without the need for extensive training for those participating in the meeting. For example, the Council's presiding officer, members, and recording officer should not be required to operate settings and controls from consoles while simultaneously participating in their meeting.

The proposed system must enable the complete production of the Council's telecast of its meetings and should include items such as robotic cameras, switchers, media storage, graphics production package, and associated accessories (e.g. servers, racking, switches, monitors, mounting hardware, etc.).

The Offeror should also be capable of installing the system in the Council Chambers which includes pulling of any wiring, fiber optic cables, etc. along existing routes within ceilings and within conduit, and dressing any wiring as may be necessary. The wiring may require the installation of trays within the ceiling along the 2nd floor wiring route. The Offeror must also remove any old wiring along the route.

The Offeror must also provide onsite and remote service/support in addition to performing vendor authorized repairs for equipment.

The system proposed must also include all of the necessary components, firmware, software, and components needed for integrating the video production and/or portions of the production (i.e. specific video feeds) with commercially available videoconferencing technology (e.g. *Zoom*, *Webex*, *Microsoft Teams*, etc.).

Finally, the selected Offeror must be capable of providing ongoing product support, upgrades, onsite repair, and training for the Council's staff and the Council's broadcast production contractor to fully utilize the system and equipment.

EXISTING ENVIRONMENT AND EQUIPMENT

Attached to this solicitation are the following exhibits of available drawings, photographs, and other information to assist with making a proposal:

- Photo of Council Chambers (Exhibit 1)
- Photo of Committee Room; (Exhibit 2)
- Photos of carpet tiles; (Exhibit 3a-b)
- City Council Chamber Electrical Plan (Exhibit 4)
- City Council Chamber and Committee Room Network Plan (Exhibit 5)
- City Council Ethernet Cable Layout for City Hall Offices 2nd-8th floors (Exhibit 6)

Council Chambers

The City Council currently owns and utilizes the following equipment in the Council Chambers:

- 13 Wired gooseneck microphones
- 2 *Shure* wireless microphones/receiver
- 2 Sixteen channel analog *Mackie* mixing boards (1 serves as a sub-mixer for Royal Hawaiian Band Musicians)
- 2 Solid state amplifiers for auditorium audio (*QSC GX5*, *Crest Audio CC252*)
- 4 Auditorium speakers.
- 1 *DBX 231* two channel equalizer
- 1 Eight channel distribution amplifier line/mic level outputs – Used for sending audio to the video production contractor and media outlets
- 1 *Tascam SS-R250N* SD card recorder
- 1 *Extron MediaPort 200* HDMI and Audio to USB bridge to assist with integrating its auditorium audio into videoconferencing technology (Purchased in 2020)

Council Committee Room (2nd Floor)

The Council Committee Room utilizes the following audio equipment:

- 1 *Stewart* headphone distribution amplifier used for sending audio to the video production room and media.
- 2 *Pros Spec* 8 channel mixers
- 2 *Rolls Corporation* amplifiers to send audio to various portions of the building (Hallways, restrooms, Administration)
- 11 *Shure* wired microphones
- 2 *Shure* wireless microphones/receivers
- 1 *Tascam SS-R250N* SD card recorder
- *DBX* Equalizer Unit

Video Equipment/Infrastructure

The City Council's current video production infrastructure is aging and in need of immediate replacement. The current infrastructure was initially deployed in the early 1990's and employs analog cables and equipment. The video equipment is on loan to the Honolulu City Council and would not be available for continued use after the equipment upgrade.

Portions of the existing video/communication cabling in the Council Chambers are a trip hazard that may pose an unsafe condition. The current cabling system has grown organically and is a piecemeal system of wiring on the Chamber floor and above a drop ceiling. It is also largely composed of legacy copper wire patch systems that may not meet current code, are not labeled, and are at the end of their useful life.

The Council Chamber is wired with CAT5 networking infrastructure to enable Councilmembers and staff to access the City's internal network. Use and access to this network infrastructure for purposes of remote support or operation of the system is

subject to approval by the City's Department of Information Technology. The preferred method of remote support for other initiatives has been via establishment of a virtual private network for remote access. There is also an existing multimode fiber optic cable that runs between the 2nd floor Committee Room and the video production room that may be retained and utilized as appropriate and necessary.

In terms of familiarity with video production equipment, in addition to the component-based analog video system, the City Council's telecasting contractor is capable of utilizing various levels and types of equipment (e.g. NewTek TriCaster, Black Magic Design ATEM, and others) and equipment loaned by the *ʻŌlelo Community Media* access provider.

EVALUATION CRITERIA

The Chief Procurement Officer and/or the solicitation's evaluation committee will review the proposals submitted by each Offeror. All proposals will be evaluated based on the following evaluation criteria and related points:

1. Background and experience – 20 points

Proposals should include organization(s) history, profiles/work experience of staff assigned to deploy the equipment (with an emphasis on its expertise and experience in the providing similar installations).

2. Examples of Work – 10 points

Proposals should include examples of providing the comparable type of equipment, work, and support noted in Appendix A: Scope of Work.

3. Plan and Solution – 45 points

Proposal should include the Offeror's detailed system description, plan and approach to achieve the City's objectives and specific requirements noted in Appendix A: Scope of Work.

4. Cost – 25 points

Information provided by the Offeror in Appendix C: Pricing/Certifications will be used in this portion of the evaluation.

The points will be allocated in accordance with Hawaii Administrative Rules ("HAR") section 3-122-52(d). Pursuant to this section, the proposal with the lowest cost factor must receive the highest available rating allocated to cost. Each proposal that has a higher cost factor than the lowest must have a lower rating for cost. The points allocated to higher-priced proposals must be equal to the lowest proposal price multiplied by the maximum points available for price, divided by the higher proposal price. The following formula will be used to determine the Offeror's points for price:

$$\frac{\text{Lowest Proposal Price} \times \text{Maximum Points for Price}}{\text{Offeror's Proposal Price}} = \text{Offeror's points For Price}$$

Upon receipt of the submission, the City team will review the proposal(s) and determine a priority list of three (3) finalists based upon the selection criteria. To determine the

finalists, the top three Offerors may be asked to make a presentation to the City team as part of final discussions.

Discussions may be conducted with priority-listed offerors pursuant to HAR section 3-122-53. The City may contact finalists and may call an Offeror's representatives for clarification, information, or additional details. Upon submission of any best and final offers (if requested by the City), a single finalist will be recommended for selection and execution of a contract. Proposals may also be accepted without discussions.

SCHEDULE OF EVENTS

All times indicated are Hawai'i Standard Time (HST)

RFP published	March 19, 2021
Pre-Proposal Conference/Site Inspection	9:00 a.m. April 1, 2021 Room 101
Deadline requests for clarification	April 9, 2021
Deadline for Addenda	April 15, 2021
DEADLINE FOR PROPOSALS	April 21, 2021
Evaluation and selection of top three (3) Finalists	April 21-28, 2021
Presentation/Discussions with Offerors, if necessary	April 29-May 7, 2021
Best and Final Offers Due	May 14, 2021
Contractor Selection and Notice of Award	May 20, 2021
Contract Notice to Proceed	Upon execution

CITY AND COUNTY OF HONOLULU
SPECIAL INSTRUCTIONS TO OFFERORS

1. BID PRICES

Bid prices shall include all applicable taxes and the total cost of all expenses (inclusive of travel) required to install the system and provide the services as specified herein.

2. OVERVIEW OF THE RFP PROCESS

a. The procurement process begins with the issuance of RFP and the formal response to any written questions or inquiries regarding the RFP. Changes to the RFP will be made only by addendum.

b. The contents of any proposal shall not be disclosed during the review, evaluation, discussion, or negotiation process. Once the award notice is posted, all proposals, successful and unsuccessful, become available for public inspection. The Offeror shall designate in writing those portions of the unpriced proposal that contain trade secrets or other proprietary data that are to remain confidential, subject to HAR section 3-122-58; the material designated as confidential shall be readily separable from the proposal in order to facilitate inspection of the non-confidential portion of the proposal. An Offeror may not deem the entire proposal as confidential or proprietary.

c. The evaluation of proposals will be based only on the evaluation factors. The Chief Procurement Officer and/or an evaluation committee will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to the RFP.

d. The RFP, any addenda issued, and the successful Offeror's proposal shall become a part of the contract. All proposals shall become the property of the City.

3. REQUESTS FOR CLARIFICATION

All requests for clarification must be submitted in writing and directed to:

Honolulu City Council
530 S. King Street, Room 202
Honolulu, Hawai'i 96813
Facsimile No. (808) 768-5011
or via email to: kamazaki@honolulu.gov

The City will respond to written questions, clarifications, or substitutions by written addendum. Receipt of requests for clarification and exceptions shall be evidenced by the date-time stamp of the time stamp machine of the City Council if received by U.S. Mail. If the request is received by email, the date and time shall be as noted in the email

when sent. The Offeror submitting the request shall be responsible for its delivery. The City will respond in a timely manner but is not obligated to respond to requests for questions, clarifications or substitutions that are not received on a timely basis, unless the Director determines that it is in the best interest of the City to accept the request after the deadline.

4. MANDATORY PRE-PROPOSAL CONFERENCE AND SITE INSPECTION

The City will hold a mandatory pre-proposal conference at Honolulu Hale, Room 101 at 9:00 a.m. April 1, 2020 that will include a site inspection of the Council Chambers and other areas where the system will be installed. In-person attendance by a representative of the Offeror is required. Any proposal submitted by an Offeror that was not present at the pre-proposal conference/site inspection may not be considered.

8. COST OF RESPONDING TO THIS RFP

Costs for developing a proposal are the sole responsibility of the Offeror, whether or not any award results from this solicitation. The City will not reimburse such costs.

9. SUBMISSION OF PROPOSAL

The submission of a proposal shall constitute an incontrovertible representation by the Offeror of compliance with every requirement of the RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of performance of the work.

The proposal shall consist of one proposed configuration and pricing by the Offeror and shall not present multiple options for either the video or audio system components.

If the Offeror chooses to deliver its offer by United States Postal Service (USPS), please be aware that any weekend delivery may not occur directly, but instead to a central mailroom. This may cause a delay in receipt and the proposal may reach the recipient after the deadline, resulting in automatic rejection.

Proposals submitted by email will not be accepted.

10. COMPLIANCE WITH HAWAII COMPLIANCE EXPRESS

Offerors shall submit a Certificate of Vendor Compliance, in accordance with Hawaii Revised Statutes § 103D-301(c), from Hawaii Compliance Express.

SAMPLE CONTRACT

CONTRACT NO. XX-XXX-XXXXXXX SOLICITATION NO. RFP-XXX-XXXXXXX

THIS AGREEMENT, made and entered into on _____, by and between the CITY AND COUNTY OF HONOLULU, a municipal corporation existing under and by virtue of the laws of the State of Hawai'i, with offices at Honolulu Hale, 530 South King Street, Honolulu, Hawai'i 96813, hereinafter called the "CITY," and [CONTRACTOR'S LEGAL NAME] whose principal place of business is [CONTRACTOR'S ADDRESS], hereinafter referred to as the "CONTRACTOR."

WITNESSETH THAT:

WHEREAS, the CITY desires to engage the CONTRACTOR to [Project Description] and

WHEREAS, a solicitation for proposals and the selection of the CONTRACTOR were made in accordance with section 103D-303, Hawai'i Revised Statutes (HRS) and the related Hawai'i Administrative Rules (HAR). The CONTRACTOR has been identified as the responsible Offeror whose offer is the most advantageous to the CITY, taking into consideration the evaluation factors set forth in the solicitation; and

WHEREAS, the CONTRACTOR is willing and able to provide the services set forth in this Agreement;

NOW, THEREFORE, the City and the CONTRACTOR, in consideration of the foregoing and of the mutual promises hereinafter set forth, the sufficiency and adequacy of which are hereby acknowledged, and intending to be legally bound, hereby mutually agree as follows:

1. This Contract and the following documents, appendices and exhibits collectively form the "Agreement" or "Contract Documents", all of which are attached hereto and incorporated herein:

This Contract

Appendix A: Scope of Work

Appendix B: Term/Schedule of Work

Appendix C: Pricing/Certifications

Appendix D: Special Provisions

Appendix E: General Terms and Conditions (GTC)

Appendix F: Proposal

The Contract Documents as listed hereinabove are in the order of controlling preference should there be any conflict in the terms of the Contract Documents.

2. The CONTRACTOR shall furnish all services, labor, goods, materials, supplies, equipment and other incidentals reasonably necessary for the successful completion of the work contemplated under Appendix A: Scope of Work and this Agreement.

3. The CITY agrees to pay the CONTRACTOR for the satisfactory performance and completion of the Work in accordance with the payments schedule and provisions, all as set forth in Appendix C: Pricing/Certifications, Appendix D: Special Provisions and Appendix E: General Terms and Conditions. The total amount of this Agreement shall not exceed [Dollar Amount Spelled Out] [(\$XX.XX)], which is the maximum payable under this Agreement and inclusive of all taxes. CONTRACTOR shall not pass through any increases in taxes to the City.

Such payments shall be provided from the following funds:

Federal Funds [Dollar Amount]

City Funds [Dollar Amount]

It is hereby agreed by and between the parties hereto that the sum of [Dollar Amount] shall be paid only out of the applicable City funds, and that this Agreement shall be construed to be an agreement by the City to pay such compensation to the CONTRACTOR only out of Federal funds when such Federal funds are received from the Federal Government

4. The term of the Agreement shall be provided in Appendix B: Term/Schedule of Work.

5. The CONTRACTOR perform said work in an efficient manner so as entirely to complete and perform said work within the time set forth in Appendix B: Term/Schedule of Work.

IN WITNESS WHEREOF, this AGREEMENT is executed by the duly authorized officer or agent of the CITY and the CONTRACTOR.

CITY AND COUNTY OF HONOLULU	CONTRACTOR'S LEGAL NAME
BY:	BY:
PRINTED NAME:	PRINTED NAME:
TITLE: Council Chair & Chief Procurement Officer, Honolulu Legislative Branch	TITLE:
DATE:	DATE:

APPROVED AS TO FORM AND LEGALITY

Deputy Corporation Counsel

APPENDIX A: SCOPE OF WORK

The Contractor proposes and agrees, if this offer is accepted, to furnish all labor, material, tools, equipment, disposal, and incidental work necessary to complete the work in accordance with the Proposal, Scope of Work, and all other contract documents.

In addition to the Offer's proposal, the following are specific deliverables and requirements that must be provided and/or adhered to:

- 100% Final Design Package;
- New Structured Cabling As-Built Drawings and Test Results;
- 4K video quality or higher video production equipment;
- Two (2) 85" Class or larger wall mounted 4K monitors and mounting brackets, installed in the Council Chambers at specified locations;
- Four (4) robotic cameras. One robotic camera will be wall mounted and installed in the Council Chambers at a specified location; the remaining three cameras should be tripod mounted and portable for use in the 2nd floor conference room as may be necessary;
- Broadcast Production Intercom System;
- Replacement/installation of four (4) existing floodlighting units with four soft light LEDs or comparable and suitable for use with the new video equipment;
- Two (2) large 55" vertical touch screen kiosks and mobile stands for use outside of the Council Chambers.

Preparation and Installation of all equipment including racking of electronics, wall mounting as appropriate.

Pulling of all wiring both in Council Chambers and to the 2nd floor Production Room along the existing wiring route and to areas where cameras are located. Portions of the existing route are within conduit located under the floor and some portions will likely require the installation of trays within a drop ceiling.

Removal and replacement of any carpet and ceiling tiles and returning the room back to pre-installation conditions. Carpet tiles were obtained from www.interface.com

Removal of any old wiring and dressing of all wiring. All infrastructure-related installation/removal work in areas near to and affecting the Council's offices shall be performed outside of regular working hours and coordinated/scheduled with the Council Administration. Work shall include the covering, removal, and cleaning of any Council work areas each day that work is performed and returning the areas to a state that is suitable and appropriate for conducting business before the next working day.

Removal, transport to onsite storage, and disposal of old equipment if requested (and as specifically directed).

Configuration/Testing of Installed System

Training of the City Council's Production Contractor

Support/Onsite Maintenance to include three months of onsite support during the initial use of the equipment.

APPENDIX B: TERM / SCHEDULE OF WORK

Agreement Term.

The term of the contract shall be for a period of two hundred forty (240) calendar days plus ninety (90) calendar days of onsite support, maintenance, and training to City Council's Production Contractor. The contract shall begin upon the official commencement date stated on the *Notice to Proceed* to be issued by the City.

THE FOLLOWING PAGES SHALL BE DETACHED FROM THE SOLICITATION DOCUMENT AND SUBMITTED WITH THE OFFEROR'S PROPOSAL.

APPENDIX C: PRICING/CERTIFICATIONS

Name of Offeror (Legal Name)

Office of the City Clerk
City and County of Honolulu
Honolulu, Hawai'i 96813

SOLICITATION NO. RFP-CLK-Procurement Folder No.

ITEM	DESCRIPTION	UNIT OF MEASURE	TOTAL PRICE
1.	Design	Lump Sum	\$_____
2.	Equipment	Lump Sum (List itemized breakdown in proposal)	\$_____
3.	Installation (equipment, new cabling, conduits, trays, hangers, floor trench, etc.)	Lump Sum	\$_____
4.	Maintenance/Support and Training	Lump Sum	\$_____

The undersigned represents: **(Check one only)**

☐ A **Hawai'i business** incorporated or organized under the laws of the State of Hawai'i;

OR

☐ A **Non- Hawai'i business** not incorporated or organized under the laws of the State of Hawai'i .

State of Incorporation or Organization: _____

Offeror is: ☐ Sole Proprietor; ☐ Partnership; ☐ Corporation; ☐ Joint Venture;

☐ Other: _____

Respectfully submitted,

Name of Offeror

Signature

Print Name and Title of Above

Business address:
(Street Address)

City, State, Zip Code:

Business mailing address:
(If other than address above)

City, State, Zip Code:

Payment mailing address:
(If other than address above)

City, State, Zip Code:

Business Telephone No:

Business Mobile No: _____

Business Fax No.: _____

Business E-Mail Address: _____

Person to Contact if Awarded: _____

Last 4 numbers of Federal Identification No.: XX-XXX _____

- Or - Last 4 numbers of Social Security No. if Sole Proprietor: XXX-XX- _____

CERTIFICATE OF ACCEPTANCE OF SOLICITATION REQUIREMENTS

It is understood and agreed that the undersigned acknowledges the following:

1. The Offeror has read this solicitation document including any addenda, in its entirety;
2. The Offeror understands and agrees to furnish, deliver, and perform the requirements of the solicitation in strict compliance with the solicitation document as amended, including any specifications, plans, and scope of work descriptions, without any exceptions, if awarded a contract;
3. The Offeror understands and agrees that no substitution or alternate brands may be furnished without the **written approval** of the City;
4. The Offeror understands that the Contractor shall resolve any noncompliance with the requirements of the awarded contract at the Contractor's own expense;
5. The Offeror will make all modifications or customizations to the brand and model being offered as necessary to meet all specifications, at no additional cost. Offeror guarantees that all modifications or customizations done to meet specifications shall not affect the quality or operation of the product; and
6. The Offeror understands that **FAILURE TO MEET CONTRACT REQUIREMENTS WILL CONSTITUTE A BREACH OF CONTRACT THAT MAY RESULT IN SUSPENSION OR DEBARMENT, AND THE EXERCISE OF RIGHTS AND REMEDIES AS PROVIDED BY LAW.** Contract requirements include any specifications, plans, and scope of work descriptions;
7. The undersigned is an authorized representative of the Offeror and can legally obligate the Offeror thereto.

Offeror: _____

Signature: _____

Title: _____

Date: _____

END OF APPENDIX C.

APPENDIX D: SPECIAL PROVISIONS

1. Contractor Performance Records.

The City shall maintain records pertaining to the Contractor's performance on contracts with the City. The Contractor shall be required to participate in performance assessment activities in accordance with a performance assessment plan that shall be prescribed by the City during the performance of the Contract. Contractor performance records may be used to determine a contractor's responsibility, qualifications, and eligibility for the award of future contracts with the City.

2. Additional Related Services and/or Materials.

During the term of the Contract, the City reserves the right to negotiate with the Contractor for the furnishing of additional related services and/or materials should the need be required by the City.

The City and the Contractor shall incorporate the additional related services and/or materials by written amendment to the Contract.

3. General Terms and Conditions (GTC) 4.5 Payments.

Delete GTC 4.5 Payments, section (a) in its entirety and replace it with the following:

" (a) Payments will be authorized by the Director after completion of performance or delivery and acceptance by the Director of all materials, goods, and services stipulated in the contract or Purchase Order and after the invoices, in triplicate, are received by the using agency,

Attention: Fiscal Officer. The invoices must list the following information: contract and confirmation purchase order numbers (if any), item numbers, description of items, quantities, unit prices, and extended totals.

Payments will be computed in accordance with any applicable unit prices bid. Payments will be made as soon thereafter as the regular course of business will allow; provided, however, that payments shall be made no later than thirty (30) calendar days following receipt of the statement for goods received and services completed."

4. GTC 5.4.6 Payment for Delivered Materials or Equipment.

Delete section GTC 5.4.6 Payment for Delivered Materials or Equipment in its entirety.

5. GTC 5.4.7 Final Payment.

Delete GTC 5.4.7 Final Payment, section (a)(1) and section (a)(2) in its entirety.

6. GTC Exhibit L Report of Equipment Purchased with Construction Contracts.

Delete GTC Exhibit L Report of Equipment Purchased with Construction Contracts in its entirety.

7. Insurance Requirements.

See Section 2.26 of the GTC.

APPENDIX E: GENERAL TERMS AND CONDITIONS

General Terms and Conditions for the City and County of Honolulu dated 02/01/2015

The General Terms and Conditions (GTC) for the City and County of Honolulu dated 02/01/2015 shall apply. If not physically attached, it shall be incorporated by reference herein and referred to as the "General Conditions." Copies may be obtained online at www.honolulu.gov/pur ; click on the link titled: " Instructions, Terms & Conditions".

APPENDIX F: PROPOSAL

THE FOLLOWING PAGES SHALL BE DETACHED FROM THE SOLICITATION DOCUMENT AND SUBMITTED WITH THE OFFEROR'S PROPOSAL.

I. Non-Disclosure of Proprietary information.

The City recognizes that a proposal may contain technical, financial, or other information whose public disclosure would cause substantial injury to an Offeror's competitive position. The Offeror should specifically identify those pages of the proposal that contain such information by marking the applicable pages "CONFIDENTIAL" on every copy submitted. The City assumes no liability for disclosure or use of unmarked information for any purpose.

II. Proposal Content.

The following information should be included under the title "COUNCIL VIDEO/AUDIO EQUIPMENT PROPOSAL"

- Name of company
- Address
- Company telephone number
- Federal tax identification number
- Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the company.

Introduction (transmittal letter)

The transmittal letter should include:

- A brief statement of the Offeror's understanding of the scope of the work to be performed;
- A confirmation that the Offeror meets the appropriate state licensing requirements to practice in the State of Hawai'i if applicable;
- A confirmation that the Offeror has not had a record of substandard work within the last five years;
- A confirmation that, if awarded the contract, the Offeror acknowledges its complete responsibility for the entire contract, including payment of any and all charges to any subcontractors resulting from the contract;
- Other information that the Offerors feels appropriate;
- The signature of an individual who is authorized to make offers of this nature in the name of the Offeror submitting the proposal.

BACKGROUND/EXPERIENCE

The Proposal should:

- Describe the company by providing its full name (and d.b.a. identity), date of establishment, type of entity and business expertise, short history, and description of the current ownership structure.
- Describe any company characteristics that would be uniquely relevant in evaluating the experience of the firm to handle the proposed project.
- Describe the company's commitment to the providing video production equipment including the number of years the company has been providing video and audio production systems and the number of years that the company has been supporting and repairing video production in Hawai'i and elsewhere.
- Describe any current alliances and subcontracting relationships that are related to the provision of video production systems. Explain each party's role in the performance of this contract.
- Identify staff who would be assigned to act for the company as key management for the project and identify staff who would be assigned to provide the services described in Appendix A: Scope of Work, and the functions to be performed by each staff. Include background information of each staff member designated above, including name, and years and type of experience, and the relevant projects on which they have worked.

EXAMPLES OF WORK

- Describe examples of how the company has deployed similar systems that are used to satisfy and fulfil the objectives of this solicitation.
- Describe any prior work in which the company assisted government or government-affiliated entities.
- Provide the names and contact information of persons in those above organizations for whom projects were referenced. The proposal may include written references (letters or forms are acceptable) from previous clients attesting to the quality of work that the Offeror cites in this section.
- For the most recent thirty-six (36) month period, indicate the number of installations performed by the company and describe the similarities/differences of those systems with the system proposed in this Offer.

- Include the name, title, phone number and email address of any client references. The City reserves the right to contact the references.

PLAN AND SOLUTION

When an Offeror submits a proposal, it shall be considered a complete plan for accomplishing the tasks described in this RFP and any supplemental tasks the Offeror has identified as necessary to successfully complete the obligations outlined in this RFP.

In addition to the written Proposal, an Offeror may provide multimedia information to assist with conveying an understanding of the proposed solution. Multimedia information may be reviewed at the discretion of the individual member of the evaluation committee. However, only representations contained in the written response will be evaluated.

Solution

Provide a detailed listing and description of all hardware, peripherals, and components. Indicate when the proposed hardware was first engineered, sold, and deployed to clients. The listing should include itemized pricing for the items but may be aggregated for items such as cabling and other small items.

Provide information about the components of the system including information about the usable life, obsolescence timetable, and information on the availability of replacement parts, components, and any warranties.

Provide a description of all proposed software and how it would satisfy work requirements as understood based upon the background information provided in this solicitation.

Provide a description of all computer components (e.g. make, model of servers, workstations, etc.) that are proposed in the offer. Include descriptions of the operating system, platform, configurations, and any databases used in the solution and any minimum requirements of the workstation dedicated to specific components that are utilized with the proposed system.

Describe the general configuration of the proposed system including how it will be integrated with videoconferencing technology.

Provide a listing and description of any remote access software that would be utilized to provide service and support and how it is envisioned to be configured. Provide remote support options if the Offeror's proposed preferred configuration is deemed unacceptable by the City's Department of Information Technology.

Plan

Provide a proposed installation/configuration plan and timetable. Include the approach, methodologies, knowledge, and capabilities to be employed in the performance of the Scope of Work.

The proposed plan should identify tasks and other critical path milestones to be accomplished in order for the City to begin utilizing the system in January 2022.

The plan should provide project management details including task number, description of the task, begin date, end date, and the person(s) who will complete the task, and a schedule of values for the infrastructure-related construction portion of the project.

The plan should also note how the Offer intends to account for flexibility during the installation that may be needed by the Council.

Customer Support, Training

Describe the training and initial support services to be offered.

Describe the structure of the company's customer service and help desk operations. Describe how customer support is handled when a customer contacts the company.

Provide the names, titles and roles of the primary persons that would be assigned to the City's account.

Describe the response timeframe and how the company intends to provide and respond to on-site servicing/maintenance requests.

Describe how the company intends to provide escalation and support during hours beyond normal business hours and at times where product vendor support may be affected by time differences between Hawai'i and the product vendor's locations.

Describe any additional support related services that are beyond those specified in the Scope of Work.



EXHIBIT 1



EXHIBIT 2



EXHIBIT 3a

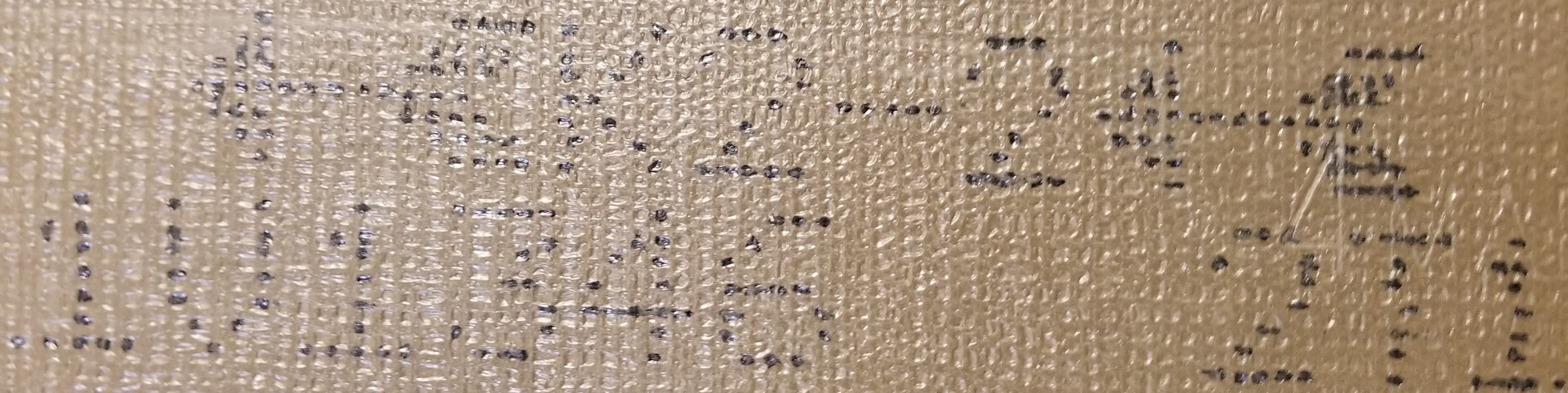
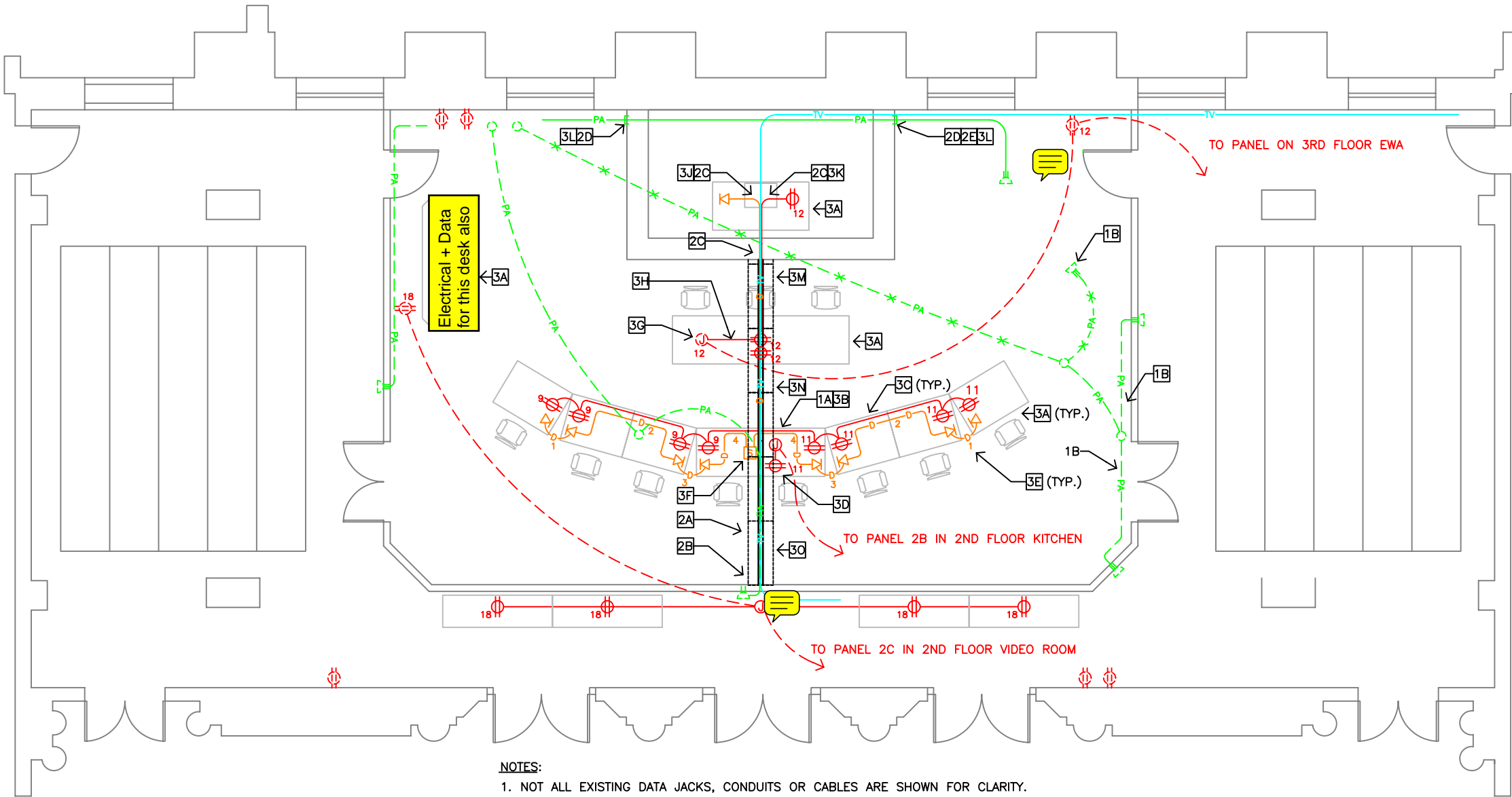


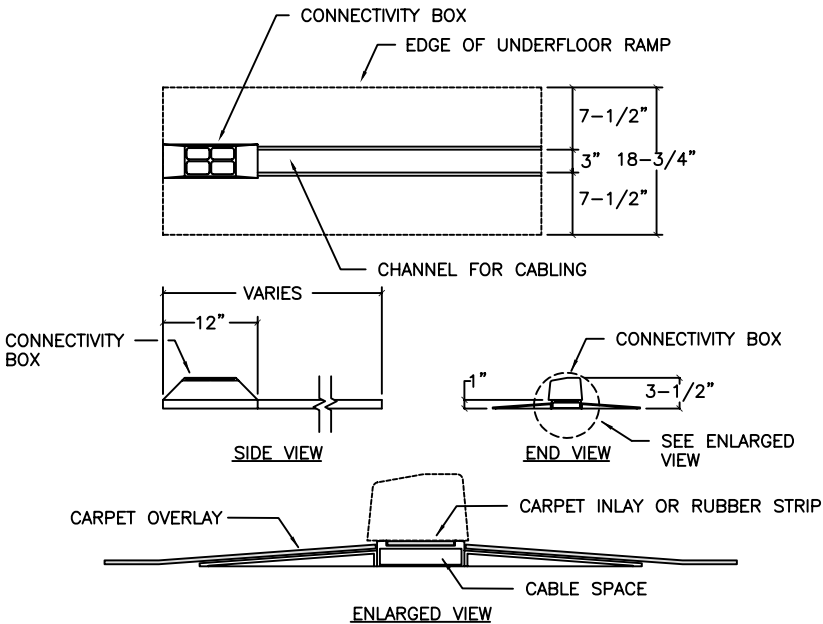
EXHIBIT 3b



- NOTES:
- 1. NOT ALL EXISTING DATA JACKS, CONDUITS OR CABLES ARE SHOWN FOR CLARITY.
 - 2. NOT ALL EXISTING PUBLIC ADDRESS CABLES ARE SHOWN FOR CLARITY.
 - 3. NOT ALL EXISTING COMMUNITY TELEVISION CABLES ARE SHOWN FOR CLARITY.

CITY COUNCIL CHAMBER ELECTRICAL PLAN
SCALE: 1/4" = 1'-0"

ELECTRICAL LEGEND		
EXISTING	NEW	DESCRIPTION
		DUPLEX ELECTRICAL RECEPTACLE, NUMBER INDICATES CIRCUIT.
		CONVERT EXIST. RECEPTACLE TO JUNCTION BOX.
		ELECTRICAL CONDUITS OR WIRING.
		RJ45 DATA JACK
		CAT5 DATA CABLES, NUMBER INDICATES NUMBER OF CABLES, ATTACH TO ELECTRICAL CONDUITS WHERE POSSIBLE.
		DATA SWITCH.
		MICROPHONE JACK/CONNECTOR.
		PUBLIC ADDRESS SYSTEM CABLES. SOLID LINE INDICATES RELOCATED CABLES. 'X' INDICATES CABLES TO BE RELOCATED. DASHED LINE INDICATES CABLES TO REMAIN.
		COMMUNITY TELEVISION CABLES. SOLID LINE INDICATES RELOCATED CABLES. 'X' INDICATES CABLES TO BE RELOCATED. DASHED LINE INDICATES CABLES TO REMAIN.



- NOTES:
- 1. CONNECTIVITY BOX TO BE USED AS RECEPTACLE BOX UNDER CITY CLERK'S TABLE.
 - 2. CONNECTIVITY BOX TO BE USED AS JUNCTION BOX UNDER COUNCILMEMBER'S DESK.

UNDER FLOOR CABLE TRAY DETAIL
NOT TO SCALE

SEQUENCE OF WORK:

1. BEFORE CARPET REMOVAL

- 1A- DFM TO UNATTACH ELECTRICAL RECEPTACLE BOX AND DATA BOX FROM BENEATH COUNCILMEMBER'S DESK. THIS IS SO THAT THE DESK CAN BE REMOVED FOR THE CARPET INSTALLATION.
- 1B- CITY CLERK TO REMOVE/SECURE PUBLIC ADDRESS SYSTEM CABLES. THIS IS TO PROTECT CABLES DURING CARPET REMOVAL.

2. AFTER CARPET REMOVAL AND BEFORE INSTALLATION OF NEW CARPET

- 2A- DFM ANCHORS NEW AVTRAC TO BARE FLOOR.
- 2B- DFM CUTS HOLE IN WOODEN RAILING FOR RELOCATED PUBLIC ADDRESS AND TV CABLES.
- 2C- DFM CUTS HOLES IN PLATFORM AND INSTALLS PULLSTRING FOR NEW POWER AND DATA CABLES.
- 2D- DFM CUTS HOLE IN PLATFORM AND INSTALL 2-INCH CONDUIT THROUGH PLATFORM FOR RELOCATED PUBLIC ADDRESS CABLES.
- 2E- DFM CUTS HOLES IN PLATFORM AND INSTALLS PULLSTRING FOR RELOCATED TV CABLES.

3. AFTER CARPET INSTALLATION

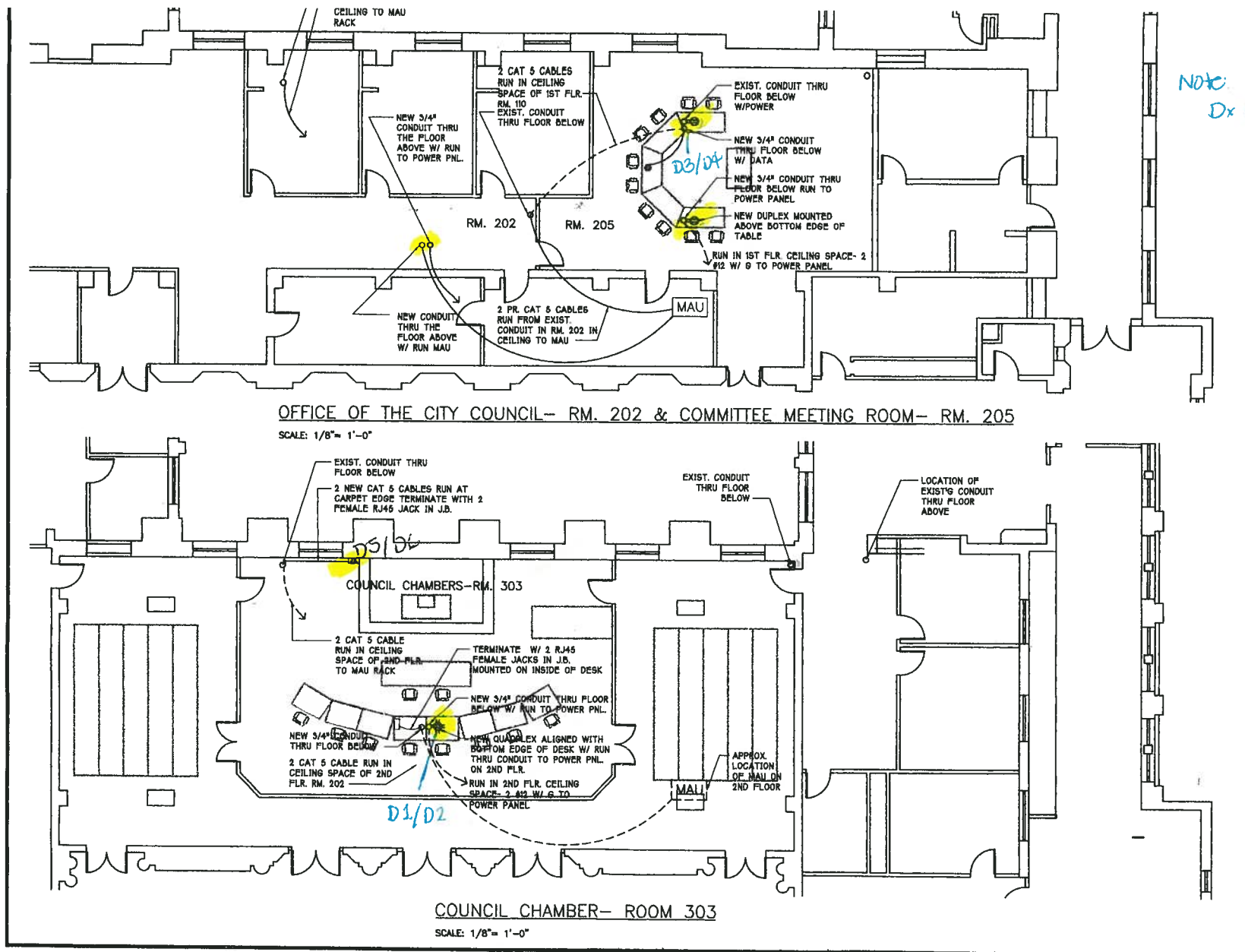
- 3A- OTHERS REPLACE TABLES, DESKS, AND CHAIRS.
- 3B- DFM CONVERTS EXISTING QUADPLEX RECEPTACLE TO JUNCTION BOX.
- 3C- DFM INSTALL NEW DUPLEX RECEPTACLES AND METALLIC FLEX CONDUITS UNDER COUNCILMEMBERS' DESKS.
- 3D- DFM INSTALL DEDICATED DUPLEX RECEPTACLE AND METALLIC FLEX CONDUIT FOR DIT DATA SWITCH.
- 3E- DFM INSTALL RJ45 DATA BOXES AND CAT5 CABLES UNDER COUNCILMEMBERS' DESKS. ATTACH TO FLEX CONDUITS. DIT TO TERMINATE CABLES IN DATA BOXES.
- 3F- DIT TO INSTALL DATA SWITCH.
- 3G- DFM CONVERTS EXISTING IN FLOOR DUPLEX RECEPTACLE TO JUNCTION BOX.
- 3H- DFM INSTALLS METALLIC FLEX CONDUIT TO EXTEND CIRCUIT. SECURE CONDUIT TO CARPET/FLOOR.
- 3I- DFM INSTALLS TWO (2) DUPLEX RECEPTACLES IN CONNECTIVITY BOX.
- 3J- DFM TO INSTALL RJ45 DATA BOX UNDER DESK AND CAT5 DATA CABLE TO AVTRAC.
- 3K- DFM TO INSTALL DUPLEX RECEPTACLE UNDER DESK AND METALLIC FLEX CONDUIT TO AVTRAC.

3. AFTER CARPET INSTALLATION (CONT.)

- 3L- CITY CLERK TO INSTALL PUBLIC ADDRESS CABLES THROUGH NEW CONDUIT UNDER STAGE.
- 3M- INSTALL POWER, DATA, AND TV CABLES IN AVTRAC. INSTALL AVTRAC COVER AND SECURE.
- 3N- INSTALL DATA AND TV CABLES IN AVTRAC. INSTALL AVTRAC COVER AND SECURE.
- 3O- INSTALL PUBLIC ADDRESS AND TV CABLES IN AVTRAC. INSTALL AVTRAC COVER AND SECURE.

EXHIBIT 4

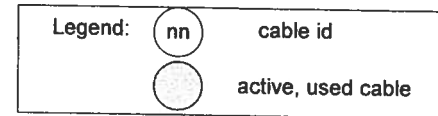
REVISION	DATE	SHT. NO.	APPROVED
DEPARTMENT OF DESIGN & CONSTRUCTION CITY & COUNTY OF HONOLULU			
CITY COUNCIL CHAMBER ELECTRICAL RENOVATIONS			
ELECTRICAL PLAN, LEGEND, DETAILS, NOTES			
DESIGN: AL	CHIEF, MECHANICAL & ELECTRICAL DIVISION		DRAWING NO. E-1
DRAWN: AL			SHEET 1
CHECKED: GNH			OF 1 SHEETS
DATE: 3/13/13			
PROJECT NO.	FILE	DRAW	FOLDER



NOTE:
 Dx = HANK
 connection to cel
 2nd flr switch

EXHIBIT 5

City Council
Ethernet Cable Layout
for City Hall offices
in 2nd thru 8th floors
2/7/2000



CCL Chambers

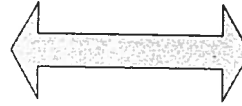
(D1) (D2) ← in middle of CCLmbr desk area

(D3) (D6) ← by window, for wifi router + IP phone

CCL Comm Rm

(D3) (D4) ← Makai side of CCLmbr desks,
2nd from right

EWA



DIAMOND HEAD

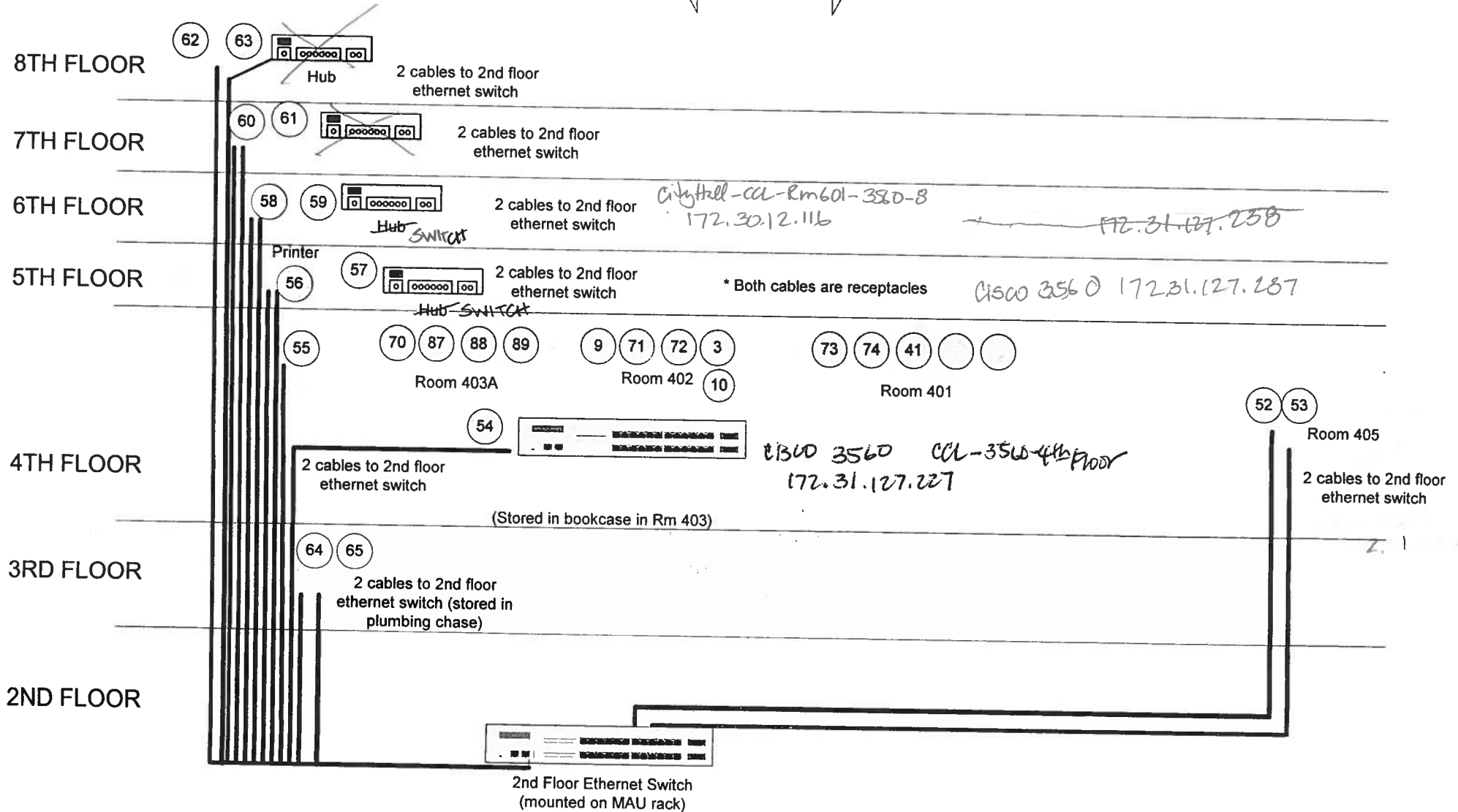


EXHIBIT 6